



Appraiser Supervisor

Department: Real Estate Assessments

Class Code: 1526

EEO Code: 22

FLSA: E

Effective: 01/07/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty supervising the residential appraisal staff; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

- Creates work plans, supervises and evaluates residential appraisal staff;
- Appraises complex residential properties using the automated system;
- Plans, organizes and implements an annual reevaluation of all residential and agricultural real property located in the County;
- Reviews and prepares documentation in support of contested assessments;
- Responds to property owners, either orally or in writing, concerning the appraisal process and questions regarding assessments;
- Coordinates training for staff;
- Reviews literature concerning economic and market conditions to determine real estate values and trends;
- Reviews and prepares reports;
- Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of appraisal methods and techniques; of real estate terminology and instruments of transfer; of County property tax laws. Considerable skill in using a variety of methods to appraise all types of real property and defending opinions; in analyzing and drawing conclusions from market data; in planning and supervising the work of others; in working effectively with local officials, property owners and the general public; in preparing written reports. Considerable knowledge of appraisal methods and techniques; of real estate terminology and instruments of transfer; of County property tax laws. Considerable skill in using a variety of methods to appraise all types of real property and defending opinions; in analyzing and drawing conclusions from market data; in planning and supervising the work of others; in working effectively with local officials, property owners and the general public; in preparing written reports.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, real estate, or related field and three (3) years experience in appraising residential property, including two (2) years experience in supervision; or an equivalent combination of training and experience. Core curriculum for a bachelor's degree in business, real estate, or related field and three (3) years experience in appraising residential property, including two (2) years experience in supervision; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Residential Evaluator Specialist (RES) or Certified Assessment Evaluator (CAE) and State of Virginia Real Estate Appraisal Certification are preferred. Valid Virginia driver's license required. Residential Evaluator Specialist (RES) or Certified Assessment

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.